

INSTRUCTIONS TO SCHOLARSHIP APPLICANT

1. Your application for scholarship must include:
 - a. Application form COMPLETELY filled out using **black** ink, signed and a photograph of the applicant included.
 - b. An OFFICIAL transcript of grades of the applicant. High school graduates must send grades from all completed work through the last semester.
 - c. Applications must be accompanied by recommendations from at least three of the five (5) Executive members of the Bethel Guardian Council, a letter from a teacher or administrator of a school attended on school letterhead and at least one other character reference, i.e. minister, employer or friend of the family, etc. Letters must be signed by the originator or will not be considered.
2. Persons other than the applicant must fill out and sign documents 4 through 8 on the Application Checklist. The applicant is responsible for having documents mailed to the Grand Secretary or enclosing them with the application that she mails. IT IS IMPERATIVE THAT THE APPLICANT FOLLOW THROUGH ON THE ABOVE TO MAKE SURE ALL DOCUMENTS ARE ENCLOSED AND MAILED ON TIME.
3. All documents of applicants for scholarship (including the application) are to be received by the Grand Secretary **no later than March 1st** of that year.
4. All material will become the property of the Board of Educational Trustees and will not be returned. The decision of the Board Committee is final.
5. Notification of award will be sent to the winners by May 15th of that year.
6. An applicant is not eligible for a scholarship if she receives an award or scholarship of three thousand dollars (\$3,000.00) or more from **one** source.
7. A Job's Daughter is eligible to receive only one scholarship from the Grand Guardian Council.
8. The Board of Educational Trustees evaluates and judges all applications as follows:
 - a. Job's Daughters Activities 500 points
 - b. Scholastic Record 250 points
 - c. Church, clubs, civic achievements, work, i.e. etc. 150 points
 - d. In addition to the above point ratings, consideration shall be given to the need of the applicant 100 points

NOTE: We suggest you supply persons making recommendations with a stamped addressed envelope to assist them in meeting the time requirements, addressed to:

Mrs. Pam Bottolfson, Grand Secretary
4821 S Pennsylvania St
Englewood, CO 80113

Bruce Hepp, Chairman Board of Educational Trustees	303-986-6705
Cathy Anderson, Board of Educational Trustees	720-364-2684
Kim Brooks, Board of Educational Trustees	719-330-7321
Pam Bottolfson, Grand Secretary	303-641-8778

SCHOLARSHIP APPLICATION CHECK-LIST

DEADLINE: MARCH 1st

1. Application **completely filled out** (all questions and blanks). _____
2. BE SURE to include your essay. WHY this scholarship is important to YOU! _____
3. Application signed. _____
4. Photograph included with application. _____
5. **Official Transcript** of grades of applicant from all completed work through last semester. _____
6. Recommendations from at least three (3) of the five (5) Executive Members of the Bethel Guardian Council. (No form or copied letters permitted) _____
7. Recommendation from a teacher or administrator of school attended on school letterhead and signed. _____
8. One character reference from a minister, employer or friend of the family. _____
9. All letters must be signed by the originator or they will not be considered. _____

NOTE: Persons other than the applicant must fill out the above documents, namely 5 through 9. The applicant is responsible for having all documents completed and enclosed with the application. **It is imperative that the applicant follow through on the above to make sure all documents are enclosed in her packet or mailed to the Grand Secretary on time (MARCH 1st, 2016). NO EXCEPTIONS!!**

MAIL TO: Mrs. Pam Bottolfson, Grand Secretary
4821 S Pennsylvania St
Englewood, CO 80113
Email: cojdgs@comcast.net

If you have any questions, please feel free to call:

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